

Docent Guild Board Meeting Minutes

March 11, 2010

Present: Leland Scott, Jim Groen, Kay Olson, Deb Malewski, Alice Throop, Lois Baumer, Shirley Rowland, Jean LaRosa, Fred Junger, Chuck Seeley, Marilyn Rye, Tami Averill, Phil Kwiatkowski

Meeting called to order by Kay Olson at 9:00 a.m.

Secretary Minutes were reported by Leland Scott. Noted corrections were made to February 2010 minutes and new copies were distributed. Minutes approved and accepted with changes.

Treasurer's Report given by Jim Groen. Deb Malewski asked why the fees for expenses are not included in the cost of the events (i.e. decorations, etc.). Report approved and accepted.

President's Report was given by Kay Olson. Fred Junger indicated that The Docenteer will be proof read by members of the Docent Guild. It will also be folded and labels attached by the Docent staff. Tami Averill indicated that she had some college students who could label and fold this present copy of The Docenteer. Fred indicated that some will be sent via email. Kay said thank you to everyone for all the hard work done at the Women's Expo. She wants to address the Voyageur Canoe Program. We cannot forget the regular tours on the days this program is given. Fred Junger indicated that these programs are what bring funds to the museum. The intentions are not to close off the galleries. Tami Averill said that further logistics will need to be studied. Kay mentioned that the staff will continue looking into this matter. The discussion was tabled until the April meeting. Kay is wondering if a separate meeting will be needed to address this issue. April 7th will be a program planning meeting to go over above concerns. It will be open to all Docents. Chuck drew two additional names from the Women's Expo drawing. We were unable to contact the winner's from the previous drawing as listed in February's minutes. Amanda Titus and Charlene Andrews were drawn for the behind the scenes tour. Report approved and accepted.

Vice President's Report was given by Deb Malewski. Deb said she received certificates but no pins for the President's Award. Due to a communications error the certificates came with names already printed on them and we received no pins. Deb will look further into this matter. Report approved and accepted.

Archive Report was given by Alice Throop. We continue to proof read the documentation on records for the State Archives. Archive's would welcome and encourage copies of minutes, activity notes, etc., from all committees. Remember to indicate activity and date. Report approved and accepted.

By-Laws Report given by Lois Baumer. The By-Laws will be getting a change to show hours and years of service for Docents. 20 years with 1800 hours and 25 years with 2250 hours. Report approved and accepted.

Education Report given by Lois Baumer. A mailing is going out for the April 17th continuing education meeting with the schedule of the day. Kay asked will there be a half day in the fall for a continuing education event. Lois said that scheduling ahead is complicated by availability for the facilities due to all the other events that take place at the museum. Lois will look further into this matter. Report approved and accepted.

Day Chair Report given by Shirley Rowland. Lack of new docents and limited time for each group in the gallery is a concern for all. The Day Chairs are asking about the mentoring program and if it will be reinstated. Day Chairs would like to see a schedule for costume docents to alleviate more than one in a gallery. Kay said a letter is being sent out to the docents who are now longer coming inquiring why they are no longer volunteering. Report approved and accepted.

Hospitality Report given by Jean LaRosa. Jean gave information about the breakfast items for the April 17th meeting, it was agreed that we will pass on breakfast. She stated that the money for the luncheon needs to be in prior to the 17th as a contract needs to be signed and agreed upon. Report approved and accepted.

No Membership/Office Management Report given.

No In House Communication Report given.

Public Relations Report given by Fred Junger. The Docenteer will go out this week. Report approved and accepted.

Interview/Recruiting Report given by Chuck Seeley. Chuck said he has applications and is waiting for a training class schedule at this time. Tami said she received a name and will pass it on to Chuck. Report approved and accepted.

Special Events Report given by Marilyn Rye. The Docent trip will be going to Port Huron and will be a maritime theme. The tour will include a boat trip with a history of Port Huron. Lunch will be at the Thomas Edison Inn. A letter will be sent out to state the time and location of bus pick up. Jim asked if the gratuity for lunch and the bus driver was included in the cost. Marilyn said it was. Report approved and accepted.

No Educational Development Report given.

Director's/Staff Report given by Tami Averill. The library is removing the Dewey decimal system and genealogical collections. They will consolidate the 3rd and 4th floor into one floor. The Girl Scouts of America Women's History day has been cancelled. March 18th there will be a group of home school children who will be doing a Women's History tour. March 20th Michigan Historical Day at this time there is no response. March 5th was the deadline for a response. There will be a 12 week program on toys in the temporary gallery for preschoolers and it will be an ongoing program and will change accordingly. Docent training will be given in 4 hour blocks possibly on a Saturday and training will begin in April or May. Tami will keep the Guild apprised of this. Phil said that an admission fee is coming at a later date. They are also working on history carts to be used by the teachers for hands on teaching. Jim asked if they know what the fee will be and with the fee will we be able to control our own scheduling of tours. Phil said this is unknown at this time. Report approved and accepted.

New Business: Deb will post who the new docents are on the bulletin board so that we may get to know them better.

Meeting adjourned at 11:00 a.m.

Respectfully Submitted,

Leland Scott
Docent Guild Secretary